

## INSTRUCTIONS FOR IMPLEMENTING AND COMPLETING HERITAGE GRANT PROJECTS

The instructions and information apply to Heritage Grant-in-Aid funded projects for any of the following funding sub-programs: Environmental Education (E); Schoolyard Habitat (S); Public Access (P); Identification, Inventory, Acquisition, Protection And Management (IIAPM, I), Urban Wildlife and Urban Wildlife Habitat (U). The project identification number for all Grant-in-Aid funded projects includes the letter of the sub-program, e.g. I06001 is an IIAPM project started in fiscal year 2006.

All project deliverables and project business need to be completed before the project expiration date. Any modification to the project scope of work, Participant personnel, deliverable product, or time-frame requires an official request for an amendment to the project Grant-in-Aid Participant Agreement.

### Project benchmarks and calendar:

Event/Task	Comment	Date/Due
Announcement of grant awards	Arizona Game and Fish Commission meeting.	Usually May meeting or June meeting
Grant-in-Aid Participant Agreement (i.e., project contract)	Agreement mailed to Participant for signature. Director signs after Participant signs. Director's signature date is the effective (start) date of project.	All agreements except EE and SYH grants signed by Participant and returned to the Department within 90 days; EE and SYH grants due within 180 days.
Funding available	Beginning of fiscal year pending revenue transfer.	July 1
Request for funds	Submit invoice for 90% of awarded amount and submit evidence of compliance and valid permits.	Due within one year of effective date.
Progress reports	Technical/financial reporting required semiannually throughout project period.	Due within 30 days following end of June and end of December.
Draft product	Allow one month for Department review, one month for Participant revisions/modifications.	Due 60 days before the project expiration date unless otherwise arranged through amendment.
Final product and closure paperwork	Submit before the project expiration date unless otherwise arranged through amendment.	Contact the Heritage Grant Coordinator.
Post completion reporting	Certify compliance with the Participant Agreement each year until the end of the <b>Term of Public Use.</b>	After closure, yearly throughout the "term of public use."

**Agreement and Amendments:**

Special Conditions of the Grant-in-Aid Participant Agreement are a binding part of the contract whether pre-funding conditions, project compliance obligations, or post-project obligations. Take special care to review Special Conditions that must be met PRIOR TO release of funding, e.g., Arizona State Historic Preservation Office (SHPO) clearances; provide documentation demonstrating that the conditions have been met. You must be in compliance with all other Special Conditions that apply to project implementation PRIOR TO start of field work or site development, e.g., provide evidence of State and Federal collection permits, any right-of-trespass permits, tribal permits, and Heritage Data Management System (HDMS) coordination, if required. For HDMS compliance contact the HDMS Coordinator (602) 789-3618.

An amendment to the contract is required for changes to the conditions, time line, scope items or other terms of the contract (see Part II(A-7) of the contract). If you are not sure whether an amendment is required for a change you want to make, please contact the Heritage Grant Coordinator. Send your written request to the Heritage Grant Coordinator. Amendments require the Director's signature and the Participant's authorized signature.

**Request for initial payment of awarded funding:**

Funds shall be deposited in a non-interest bearing account. To receive your funds, either invoice the Department or submit a letter of invoice for 90 percent of the awarded amount. Include the following: 1) the project number, 2) project name, 3) request for 90 percent of the total awarded amount, 4) your (or your sponsoring institution's) federal tax ID number and, if applicable, 5) documentation and support materials demonstrating that any Special Conditions requiring compliance PRIOR TO release of funding have been met, e.g., Arizona State Historic Preservation Office (SHPO) clearances. Please note that the balance (the remaining 10 percent of the awarded funds) will be paid through invoicing upon Department approval of the completed project, final products, and expenditures and budget closure statements.

**Project Budget:**

The project budget line items are shown in Attachment A of the Agreement. Dollars may be moved between budget line items but the total amount of the grant award is fixed. If you need to transfer funds between line items, please send a letter-of-request describing the desired adjustment and reasons to the Heritage Grant Coordinator.

The Semiannual/Final Financial Report form (see Project Forms below) is used to show cumulative expenditures throughout the project on a semiannual reporting basis. The budget line items on the form should match the budget allocation shown in Attachment A of the Agreement. Show the cumulative expenditures in the "Total Project Expenditures" column through the reporting period and all expenditures at the conclusion of the project. Any approved modifications of the budget are shown in the "Approved Change" and the "Amended Budget" columns. The summation and final accounting should be shown on this form at the conclusion of the project.

The Detailed Record of Expenditure Report form is used to report a detailed summary of expenditures at the conclusion of the project. Enter the budget line item notation in the “\*Note” column for each entry on this form. The summations of expenditures should match the respective budget line items of the Semiannual/Final Financial Report.

### **Semiannual Progress Reports:**

You must submit a Semiannual Progress Report at the end of each reporting period (see Part II, Section G of the Grant-in-Aid Participant Agreement). The first report is due 30 days after the June and December reporting periods following the project effective date (i.e., the effective date is the Department Director’s signature date on the Grant-in-Aid Participant Agreement). Note that a report is required for each reporting whether or not funds have been received and/or there has been any activity on the project. Report due dates are:

January 31 and July 31

Minimum information should include:

- (1) progress toward completing the approved work,
- (2) a current budget report,
- (3) any anticipated delays or other problems and attendant reasons

Send the semiannual progress reports to the Heritage Grant Coordinator. E-mail and facsimile as well as mailed progress reports are accepted if addressed from the Participant Contact. A progress report form is provided below for your use.

### **Draft product and deliverables:**

Submit draft reports and written product, e.g., brochures, curricula, signage layout, maps, and pamphlets to the Heritage Grant Coordinator at least 60 days in advance of the project expiration date unless otherwise arranged by the Department. Text, tables, and figures of scientific reports should follow standard format. Likewise curricula, brochures, maps, and pamphlets should follow professional format.

The Department reserves the right to inspect signage, access roads and trails, and other physical facilities that are project products. Inspections should be arranged as needed throughout the project, and as a minimum must be conducted at least 60 days in advance of the project expiration date unless otherwise arranged by the Department. Contact the Heritage Grant Coordinator for arranging inspections.

Acknowledgement of the Arizona Game and Fish Heritage Fund on signage, printed materials, videos or other appropriate media is required by the contract. The Arizona Game and Fish Heritage Fund logo is available electronically by contacting the Heritage Grant Coordinator. The Disclaimer paragraph shall appear in research reports and technical documents (See Disclaimer and AGFD Heritage Fund logo below.)

**Project Closure:**

The Department must verify that the project has been completed in an acceptable manner before the final 10% of the funds can be released. Submit final project product and closure paperwork to the Heritage Grant Coordinator prior to the project expiration date. For technical reports and documents submit seven copies (six bound, one unbound) and an electronic version in PDF. Physical facilities are approved based on results of the inspection and are to be maintained by the Participant as stipulated in the Special Conditions of the Agreement.

The Department encourages having Heritage-funded projects publicized through the media. Please contact the Heritage Public Information Officer at (602) 789-3215 if you would like our assistance with publicizing significant events and/or accomplishments as they occur during and at the end of the project.

Complete the Quarterly/Final Financial Report, Detailed Record of Expenditure Report, and Final Compliance Report and submit along with an invoice for final payment. Final products and closure paperwork must be received by the Heritage Grant Coordinator prior to the project expiration date.

Your agency will be required to certify compliance with the Participant Agreement each year until the end of the **Term of Public Use**, on a form to be provided by our Department. In addition, on-site inspections shall be conducted periodically.

**Project Forms:**

The forms and logos below are available for authorized use only, to be used as needed for completing your project. Please copy to your computer for.

- Semiannual/Final Financial Report
- Detailed Record of Expenditure Report
- Semiannual report
- Disclaimer and AGFD Heritage Fund logo
- Final Compliance Report
- Post Completion Report Form (Contact Grant Coordinator)

(Forms are shown on following pages.)